

Revised 11-04-09



Energy Efficiency and Conservation Block Grant
(EECBG) Program 2009
Application for
Owner's Agents Technical Assistance

NOTES:

1. Owner's Agents Technical Assistance is available to all municipalities, regardless of population size
2. Cities and towns can apply for Owner's Agents Technical Assistance for clean renewable technology or performance contracts
3. Owner's Agents are independent third parties who aid cities and towns in the negotiations and management of an energy project
4. Cities and towns can receive up to a maximum of \$50,000 worth of Technical Assistance services
5. The total amount of available funds for Owner's Agents Technical Assistance is \$825,000
6. DOER will provide the services of an Owner's Agent to the awarded municipality

7. As per Massachusetts policy regarding ARRA transparency requirements, all public entities of the Commonwealth must post all procurement records at www.Comm-PASS.com.

8. Please review and complete all documents posted on the Comm-PASS "Forms and Terms" section as part of submittal.

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APPLICANT INFORMATION

Municipality			Contact (print)	
Street Address			Title	
City/Town	State	Zip Code	Telephone	Email
MA				

AUTHORIZATION

I _____ hereby confirm that I am duly authorized to submit this application on behalf of the city / town of _____ and that all information contained in this application is true and accurate.

Name: _____ Date: _____

Title: _____

Please check the appropriate box(es):

Applying for Owner's Agents Technical Assistance for:

- ☐ Clean Technology Project *(please select ONE of the following)*
- ☐ Assistance with engineering
- ☐ Assistance with a third party power purchase agreement
- ☐ Performance Contract

Are you also applying for an EECBG Competitive Sub-Grant?

(Only municipalities with populations less than 35,000)

- ☐ Yes
- ☐ No

Is this request for a project in which an application is also being submitted for a competitive sub-grant? (Only municipalities with populations less than 35,000)

- ☐ Yes
- ☐ No

ELIGIBILITY REQUIREMENTS: Please complete answers in the spaces provided. Please provide documentation as indicated below or other evidence to demonstrate that each requirement is met.

Attachments A and B must also be completed. If no evidence is provided or if **Attachment A or B** is not completed, the DOER cannot award technical assistance.

1. The project is shovel-ready (~~i.e.: the project is ready to advertise~~)

- ☐ For Clean Energy Technologies, please **attach a feasibility study or site assessment.**
- ☐ For Performance Contracts, **please check all that apply below:**
- ☐ Energy Savings Contractor (ESCO) vendor selected. Please specify and date DOER notified: _____
- ☐ Investment Grade Audit (IGA) is completed.
Date signed: _____
Report received on: _____
If not complete, when expected _____
- ☐ The Energy Management Services (EMS) Agreement has been signed and executed.
Date EMS Agreement signed: _____
Date Sent to DOER for filing: _____

SUBMISSION INFORMATION:

APPLICATIONS ARE DUE December 7nd, 5:00PM.

Please provide an **electronic copy via e-mail AND 5 unbound hard copies (including attachments)** to the addresses below:

Email submittal: diane.gray@state.ma.us

5 Hard Copies: Department of Energy Resources
 100 Cambridge Street, 10th Floor
 Boston, MA 02114
 ATTN: Diane Gray

QUESTIONS:

ALL questions must be posted to the bidder's forum on Comm-PASS (www.comm-pass.com). All answers, notifications, releases and amendments to this grant opportunity will be posted on Comm-PASS. To post questions:

1. From www.comm-pass.com, scroll to the bottom of the page and select **Search for bidders' forum**, located near the middle of the page.
2. Under ****AND** Search by Specific Criteria**, enter [PON-ENE-2010-008](#) into the **Referenced Solicitation Number** search bar and click Search.
3. Click the link at the top of the page that says **There are 1 Forum(s) found that match your search criteria**.
4. On the right side of the page, click the eyeglasses under **View** to access the forum.
5. This Summary page contains information about the forum for ENE-2010-008, including its opening and closing dates. To post a question to the forum, click **Ask a Question in the Forum**, located in the top right corner of the page **before** the closing date has passed.
6. Enter the required sign-in information (this will be kept private from the general public and is only visible to the forum manager and contact person) and click **Next Step** at the bottom of the page.
7. Enter your question into the **Question** box and click **Submit Question** at the bottom of the page. The question will now be posted into the forum.

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Attachment A

PLEASE ATTACH A REASONABLY DETAILED SUMMARY OF THE PROJECT.

Please include the following:

Estimated annual clean energy benefits (e.g. kwh saved, MMBTU saved, clean energy kwh or MMBTU generated)

What steps have been completed in the project to date (e.g. town approvals)

Why an owner's agent is critical for your municipality to implement this project and how the owner's agent will ultimately benefit the project

Please limit your response to the space provided.

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Attachment B

PLEASE PROVIDE THE TOTAL BUDGET FOR THE PROJECT ITSELF (not for an owner's agent, but for the project itself)

Provide all of the sources of funding for the project, committed and projected. For each, provide the amounts, whether or not it is an outstanding request or a request yet to be made, and the likelihood of receiving, including when you expect to hear on any pending sources of requested funds.